Procedures for Family and Medical GTF Absences

Notification Procedure:

If you are unable to attend work at the scheduled time or to meet a class as scheduled, you must notify the Graduate Coordinator as soon as possible, including, if possible, in advance of the scheduled work assignment or class that you are unable to attend. Do not cancel the class without permission from the Department Head. To the extent possible, provide the department with information about where you left off (e.g., in the previous class in the case of a teaching GTF). If you are able, please attempt to reach the Graduate Coordinator by phone, (541)-346-1261 and email, shines@uoregon.edu.

In the case that you are unable to directly notify the department, you may designate someone to make your notification and provide the necessary information to the Graduate Coordinator using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with you and the department on any adjustment due to your absence.

Coverage for Teaching GTF’s:

If possible, please attempt to find an appropriate substitute to take your class and notify the department of the proposed substitute. If you are unable to do this, inform the Graduate Coordinator so he/she can assist in finding a substitute. If no appropriate substitute is found, the department may elect to cancel the class.

Make-Up Work:

Generally, for duties missed not related to a class meeting, please check in with your supervisor or the Associate Department Head to determine when and how the missed work will be made up.

Planned Absences:

If you are planning an approved absence during any working days of the term, be sure to notify the Graduate Coordinator how best to reach you (if possible).

More Information:

More information about GTF absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, http://hr.uoregon.edu/er/labor-agreements